

# South Willlesborough and Newtown Community Council

## Finance and General Purposes Committee (FGP31)

Monday 25th July 2022

### MINUTES

The Chair opened the meeting at 7:00pm

**In attendance:-** Peter Porter (Chair) (PP) Sue Mullan (SM) Steve Campkin (SC) Sarah Evans (SE)(Community Council Manager) ) and Rob Woods (RW) (RFO)

#### 49/22 Apologies for absence and approval

Nirosha Thilagarajan– work commitment Jacky Godden - family commitment. Both approved

#### 50/22 Declarations of pecuniary, other significant or voluntary interest.

SC for Item 54/22

#### 51/22 To agree the minutes of the last meeting and sign

Resolved Proposed SM Seconded SC and agreed unanimously that the minutes were a true record of proceedings and PP sign them.

#### 52/22 To note budget performance to date and bank reconciliation

Budget performance to date and bank reconciliation noted without comment

#### 53/22 To agree the payments listing. new beneficiaries and recommended bank transfers

Resolved: Proposed SM Seconded SC and agreed unanimously to accept the payments listing as presented below

PAYEE	NET	GROSS	VAT	Cash Book	REASON	RECORDED IN
Hopkins	189.00	£226.80	£37.80	294	Defib mtce	Earmarked reserve
Interactive M	150.00	£180.00	£30.00	295	Design costs	Print/Distribution
ACCM - Salary	£897.92	£897.92	£0.00	296	Salary	Staff Salaries
CCM - Salary	£1,328.07	£1,328.07	£0.00	296	Salary	Staff Salaries/Jubilee
HMRC	£275.06	£275.06	£0.00	297	Salary oncosts	Staff Salaries/Jubilee
Manningtons	£210.00	£252.00	£42.00	298	Payroll costs	Salaries
Ashford Cattle Market	£650.00	£780.00	£130.00	299	Rental	Office Rental
Sarah Evans	£35.77	£41.90	£6.13	300	Various	Print/Stationery
<b>Source Payments for Information</b>						
Unity Trust Bank			£0.00		Bank charges	Bank charges
<b>Direct Debits for Information</b>						
NEST	£124.89	£124.89	£0.00	297	Pension payments	Clerk Salary/Jubilee
Agilico	£17.00	£20.40	£3.40	301	Phone/Broadband	Phone/Broadband

**Agreed - Following a discussion to approve two additional payments**

**Roger Crouch – Reimbursement for Jubilee security costs £240 (Cash book ref 302)**

**CAS – Annual Insurance premium £809.95 (Cash book ref 303)**

**Noted – No new beneficiaries**

**Following a further discussion, it was agreed to transfer £15000 from the Current account to the interest-earning Instant Access account**

**54/22 To consider the Allotments Committee's plans to reduce the budget deficit and make recommendations**

Members considered a report of the decisions taken by the Allotments Committee to reduce the budget deficit at the Gas House Fields Allotments. Following a discussion, the Committee congratulated the Allotments Committee for its thorough examination of the options and for proposing a suite of interventions aimed at reducing the budget gap over time. **Noted**

- a) **that the focus would be on reducing expenditure**
- b) **that the aim of budget parity may not be achievable in 2022-23 in which case an acceptable deficit should be agreed by Council.**

**With the exception that the Clerks change the wording of "invoice two yearly" to "invoice bi-annually" (report ref 2(1)) the Committee had no recommendations for Council (Action Clerks to amend wording for the avoidance of doubt)**

**55/22 To agree a programme of Council Policy reviews**

Following a short discussion, members unanimously agreed to the proposed programme of policy reviews. (appendix 1)

**56/22 To receive a verbal report of the Clerk on aspirations to address living cost increases and make recommendations to Council**

In the light of an earlier Council decision, RW requested members to consider creating a dedicated budget that would reflect the Council's aspiration to address the rising cost of living and its impact on SWAN residents

The report included an example of a request for funding from a Salvation Army outreach project aimed at reconnecting families in severe financial hardship caused in part by the cost of living crisis. More funding requests of that type were expected

SE offered examples of practical projects that the Council may wish to progress and there was a general discussion about the method and costs of signposting residents to other local support services

**Following a long discussion it was agreed unanimously to recommend the following to Council**

- a) **That a new budget headed "Rising Cost of Living" is created**
- b) **That a total £8400 is vired from the Projects and Grants budgets to seed fund the new budget**
- c) **That no money held in General Reserve is used to support the budget at this stage**
- d) **That typical expenditure charged against the budget might include grant awards, additional awareness costs, dedicated publicity and the cost of any practical projects agreed by Council in future. The list is not exclusive**
- e) **That the request from the Salvation Army Outreach programme for a grant of up to £2000 receives in principal agreement subject to completion of an application form in line with the Council's Grant Policy**

- f) That Borough and County Ward representatives are requested to ascertain if any initiatives or grant schemes exist at Borough and County level to help address the problem
- g) That ideas for practical projects are presented to Council as soon as possible with costings

**57/22 To agree delegations during the August close down**

Following a short discussion, it was **proposed SC Seconded SM and agreed unanimously that the Community Council Manager be delegated to agree salary payments/expenses, tax demands, other regular non-contentious invoice payments and receive/agree urgent, time-limited grant applications subject to recording decisions retrospectively at the September meeting.**

**58/22 To agree the date of the next meeting as 26<sup>th</sup> September 2022 and items to be included on the agenda.**

**26<sup>th</sup> September agreed**

There being no further items to discuss, the chair closed the meeting at 8.13 pm

Signed Chair \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX 1

<b>Policy</b>	<b>Created/Reviewed</b>	<b>Proposed Review</b>
Mental Health & Wellbeing	8/2021	9/2022
Procurement & Purchasing	9/2019	9/2022
Sponsorship	11/2019	9/2022
Grants	Revised 1/2021	10/2022
Internet Banking	10/2021	10/2022
Advertising	10/2020	10/2022
Safeguarding	10/2019	11/2022
Disciplinary Procedure	5/2019	11/2022
Training, Learning & Development	11/2019	11/2022
Health and Safety	3/2020	12/2022
Public Participation	Reviewed 9/2021	12/2022
GDPR/Privacy	1/2022	1/2023
Council Provided Mobile Comms	Revised 5/2021	1/2023
Use Your Own Device	2020	1/2023
Transparency Code	4/2021	2/2023
Social Media/IT	5/2019	2/2023
Allotments	5/2022	3/2023
Freedom of Information Act 2000 Policy and Procedure for handling Requests for Information.	10/2021	3/2023
Delegation Scheme	Various revisions	4/2023
Standing Orders	Various revisions	4/2023
Financial Regulations	Various revisions	4/2023
Council Risk Assessment	Various revisions	4/2023
Retention/Disposal of Information	12/2021	12/2023